

CLASS TITLE: RECONCILIATION CLERK

Class Code: 02454300

Pay Grade: 10A

EO: F

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To make initial examination or verifications of documents used in connection with encumbrance, disbursement and receipts procedures; to perform elementary phases of clerical accounting; and to do related work as required.

SUPERVISION RECEIVED: Works under the immediate supervision of a superior who reviews work in process and upon completion for accuracy and compliance with prescribed work methods and procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To prepare all types of benefit payment checks and to prepare records related to the disbursement of such checks; to examine and verify benefit payment checks in order to determine their arithmetical accuracy, their proper authorization and accuracy of identifying data; to verify deposit and withdrawal slips made out to banks; and to reconcile bank statements.

To follow important technical written memoranda pertaining to prescribed examining and financial procedures.

To post from vouchers to books of original entry.

To prepare requisitions and vouchers.

To operate an adding machine in the verification of communications.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: The ability to make examinations and verifications of receipt and expenditure types of documents for the purpose of determining their compliance with law, rules and regulations; the ability to make tabulations and arithmetical computations with reasonable speed and accuracy; the ability to operate an adding machine; the ability to understand and carry out written and oral directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in routine clerical work involving the making of arithmetical computations and the operation of an adding machine.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 9, 1974

Editorial Review: 3/15/03